



U.S. Fish & Wildlife Service

National Conservation Training Center

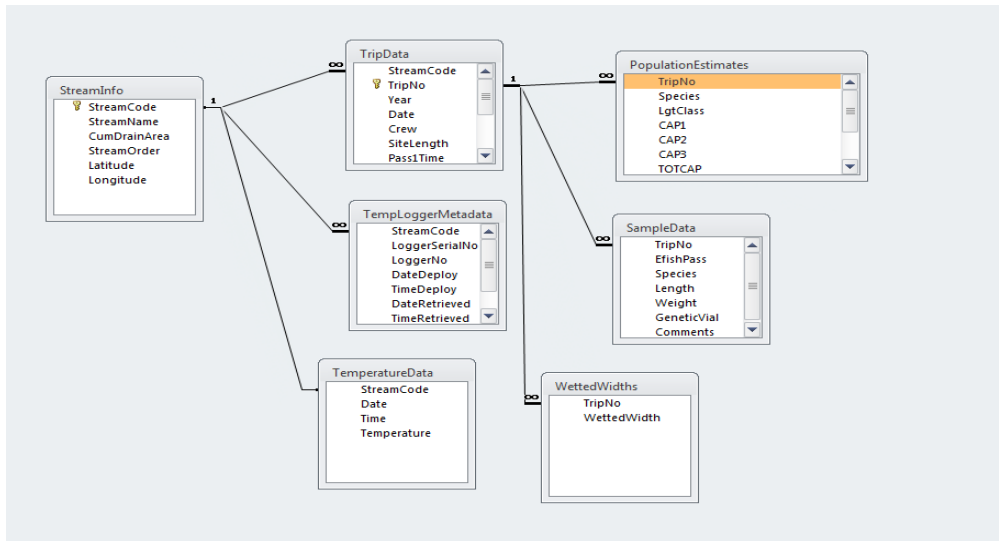
Training Announcement

Field Data Management using MS Access

CSP1003

Course Description

This course covers the principles of data management using a relational database structure in MS Access. Concepts and techniques covered in class include: 1) data organization, 2) developing MS Access databases from scratch, 3) creating related tables, 4) creating forms to speed-up data entry, 5) building queries, 6) developing reports, 7) exporting data for use in other statistical applications, and 8) adding functionality to MS Access databases using VBA coding. Participants will have the opportunity to use their own data to develop an MS Access database.



Objectives

Upon completion of this course, you will be able to:

- ✓ Smartly organize data in a hierarchical and relational structure to facilitate analysis of data and increase the ease of sharing data among natural resource partners.
- ✓ Learn how to design and develop tables, develop relationships among tables, enter and import data, create data forms, build queries, develop reports, and export data to other statistical applications.

Dates & Location

Dec 4-6, 2017 -
Shepherdstown, WV

Prerequisites

None

Who Should Attend

Anyone who is involved in data collection, data management, data mining, and dissemination of results from projects.

Course Length

4.5 days

Tuition

Free for FWS, BLM and NPS employees, all others the cost will be \$1,195.00.

To Register

Log in and search the DOI
Learn catalog for **CSP1003**

Course Contact

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“Your data is worthless if you can’t easily retrieve it for analysis. Managing field data in a relational database is light years ahead from using multiple spreadsheets.”